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PROCESSING CENTER FOR CALIFORNIA JUNIOR COLLEGE LIBRARIES--A PRELIMINARY STUDY.

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VARIOUS COUNTY, PUBLIC, AND SCHOOL LIBRARIES HAVE UTILIZED THE SERVICES OF CENTRALIZED CATALOGING AND PROCESSING CENTERS. TO DETERMINE WHETHER PRACTICAL AND FINANCIAL CONSIDERATIONS MIGHT ENABLE PUBLIC JUNIOR COLLEGES IN SOUTHERN CALIFORNIA TO ESTABLISH SUCH A SYSTEM, 35 JUNIOR COLLEGES WERE SENT A CHECKLIST OF 100 TITLES, A QUESTIONNAIRE CONCERNING LIBRARIANS' ATTITUDES TOWARD THIS TYPE OF PROCEDURE, AND A COST ACCOUNTING FORM. A MAJORITY OF THE 20 LIBRARIES RESPONDING USE THE SAME BOOK SELECTION AIDS IN THEIR CURRENT ACQUISITIONS PROGRAM, AND THERE IS SIMILARITY OF LISTS OF BOOKS CURRENTLY BEING PURCHASED. MOST RESPONDENTS WOULD LOOK FAVORABLY UPON THE ESTABLISHMENT OF A HIGH-QUALITY PROCESSING CENTER. HOWEVER, A LIBRARY CAN NOW CATALOG AND PROCESS ITS BOOKS AT LESS COST THAN IT CAN CONTRACT FOR SUCH SERVICES THROUGH A COMMERCIAL PROCESSING FIRM. ULTIMATELY, A PROCESSING CENTER FOR JUNIOR COLLEGE LIBRARIES WOULD BE ABLE TO SERVE ITS MEMBERS AT LESS COST THAN ANY OTHER METHOD. COST ESTIMATES WERE MADE BY THE COLLEGE OF THE DESERT ON THE BASIS OF A COMPARISON OF CATALOGING COST WITH AND WITHOUT A COMMERICAL FIRM. THIS ARTICLE WAS PUBLISHED IN "LIBRARY RESOURCES AND TECHNICAL SERVICES," VOLUME 9, NUMBER 3, SUMMER 1965. (HS)

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Processing Center for California Junior College Libraries — A Preliminary Study

UNIVERSITY OF CALIF.
LOS ANGELES

CLEARINGHOUSE FOR JUNIOR COLLEGE INFORMATION

JAN 13 1967

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AN EARLY ESTIMATE of an interest in the costs connected with the addition of a book to a library collection appeared in the initial volume of the *Library Journal*.[1] Such a concern has continued to challenge the imagination of enterprising librarians from this early calculation by Cutter to the present day. In an attempt to establish useful, valid cost figures, numerous studies and tests have been made. These have ranged from the most simple time and cost studies to the most intricate cost accounting methods and statistical treatments. These investigations have often resulted in the establishment of centralized cataloging and processing centers for county, public, and school libraries. However, such cooperative endeavors have not been attempted by college or universities with the exception of the centralization of technical processes on a single campus or for a multi-campus institution. College and university librarians generally believe that their need of detailed and more complete cataloging is a strong argument against centralized cataloging and in favor of custom cataloging by each library.

Statement of the Problem

This investigation tested the hypothesis that it is advisable from a practical and financial consideration for public junior colleges in Southern California to establish a centralized cataloging and processing center.

Importance of the Study

At least three reasons demonstrated the need and importance of this investigation: (1) no centralized cataloging and processing centers for college and university libraries have been established despite the apparent success of such endeavors by county, public, regional, and school libraries;[2] (2) no research studies have investigated the possibility and wisdom of establishing such a center for academic libraries; and (3) within the past five or six years commercial centers have been established for the successful cataloging and processing of books for diverse types of libraries, including college libraries. If such commercial centers can be so organized as to perform these technical services at a profit to the investor, the writer of this study would suggest that similar services

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could possibly be performed more economically by a center formed by cooperating junior college libraries.

Related Investigations

An intensive literature search failed to unearth any research projects which investigated the desirability of establishing such a center. The most complete historical summary of the numerous attempts to determine the costs of cataloging was presented by Reichmann.[3] However, his survey from 1877 to 1953 needs to be updated and was written before the impetus to the creation of processing centers was made by the Library Services Act of 1956.

Wynar[4] has written a detailed, up-to-date study of the cost of placing a book on the shelves of the University of Denver Libraries. His inclusion of the time and cost studies of the numerous steps involved in the selection, acquisition, cataloging, and preparation of books is most helpful. However, this presentation is limited to the findings of a single university and is not directed to the consideration of a center.

Another valuable time and cost study was summarized by MacQuarrie.[5] Her investigation of the cost of adding a book to the collection of city, county, college, and university libraries in Southern California concluded that it was questionable whether a library could justify purely on a financial basis the use of a commercial processing center. However, she stated that such factors as space, staff, and promptness in cataloging and delivery of books to the service outlet might outweigh the additional cost.

Centralized processing with mechanized card reproduction has been suggested by Hellum and Biggins as a means by which public libraries can achieve substantial savings, especially in salary costs.[6]

The Scope of the Study

The primary concern of this study was to determine the answers to these questions:

1. Is there any meaningful similarity between the books purchased by one public junior college in Southern California and the other public junior colleges in this area?
2. Will the librarians of these junior colleges be willing to have their books cataloged and processed outside of their own libraries if it can be demonstrated that such a practice is feasible and economical?
3. What is the direct cost of adding a book to a public junior college library by two cooperative methods: (a) when the book is cataloged within the individual library; and (b) when the book is cataloged by a commercial processing firm?
4. What would be the cost per book to the individual library if a centralized processing center were established by the junior colleges in Southern California?

Centralized processing has been defined by Hunt:

> . . . those steps whereby library materials for several independent libraries, either by contract or informal agreement, are ordered, cataloged, and physically prepared for use by library patrons, these operations being performed in one location with billing, packing, and distribution to these same libraries.[7]

For the purpose of this study of centralized processing envisioned for the junior college libraries of this area, this definition was determined to be satisfactory with the possible exception that the ordering of the books may be done by the individual libraries and not by the center. However, greater economies would undoubtedly result if the ordering were done by the center or if an ordering timetable were established.

Method of Procedure

Five major methods of procedure for the gathering of data were used in the writer's preparation of this study. First, the historical method of research was used in securing information from the literature of library science for the past century. Especially helpful in reviewing the numerous attempts to determine valid cataloging costs was the historical survey by Reichmann.[3] Specific studies of great value although separated by almost thirty years were the investigations by Rider[8] and Wynar.[4] Secondly, the writer sent a check list of one hundred titles to thirty-five public junior college libraries in Southern California. These titles were selected from the first six issues of volume one of *Choice,* the new American Library Association publication directed toward college libraries. The selected titles were chosen from the titles from *Choice* already marked for purchase by the College of the Desert Library.[9] Selection was made by following this procedure: (1) the first checked title under each section and sub-section comprised the initial list of titles; (2) since the number of titles was more than desired for the study, one hundred titles were determined by random choice. It was anticipated that this check list of titles would reveal if there was a meaningful relationship between the books being currently purchased by the junior colleges. That such a relationship did exist was suggested by University of Colorado librarian, Ralph Ellsworth, at a recent library conference.[10] Thirdly, a questionnaire was sent to these libraries to ascertain specific characteristics of t[illegible] libraries and to find the attitudes of the librarians toward their participation in a centralized center if one were established. Fourthly, cost accounting forms for the determining of direct and indirect cataloging costs were sent to the libraries; however, the returns were fragmentary, incomplete, and inconclusive. Fifthly, cost and time studies were conducted in the College of the Desert Library in order to determine the comparison of costs of cataloging by a library which uses Library of Congress cards and a library which uses the services of a commercial processing firm.

Brief Review of the Literature

This review is limited specifically to that literature which is most directly related to the history of cataloging costs. Much of this is directed toward the determination of the approximate or exact cost of cataloging

and processing a book. Usually allied with this goal was the objective of the reduction of these costs. Although all processing centers in operation at the present time are composed of only city and county or regional libraries, the writer believes that many of their experiences will be instructive to those interested in the establishment of a similar center for junior college libraries.

History of cataloging costs. The numerous endeavors to determine, estimate, or lower the costs of cataloging have been summarized by Reichmann.[3] Although his historical survey was printed in 1953, it is the definitive study and needs only to be updated. In summary fashion Reichmann presents scores of attempts and discussions to solve the problem of cataloging costs from Cutter's estimate of fifty cents per book in 1877[1] to the use of simplified cataloging by Williams College[11] as it processed a large number of books with a minimum of staff.

The study by Rider at Wesleyan University in 1936 is a classic in the use of the cost accounting technique in libraries.[8] Prior to the summarization of his findings Rider overthrew some of the common misconceptions concerning cost accounting: (1) that it is not applicable to library routines; (2) that it is as confusing as statistics; (3) that it is so complex that the ordinary librarian cannot understand it; and (4) that it is too expensive to be used by the library. In his attempt to determine the total cost of placing a book on the shelves of Wesleyan University Library, Rider included all direct and indirect costs such as labor, raw materials, and overhead. His final unit figures were these: (1) to order and purchase a book—$0.26; (2) to accession a book, including all physical preparation of the book—$0.19; and (3) to catalog a book—$0.92. Thus the total cost per book was $1.37.[12]

The usefulness of cost accounting in libraries was studied by Miller[13] in 1936. This pioneer investigation attempted to determine if the use of cost accounting in the analysis of library costs was feasible. After substantiating the use of cost accounting techniques in libraries, Miller proceeded to describe the specific measures he used in order to accomplish the task, e.g., the use, tabulation, and analysis of time sheets.

Much different from the cost accounting techniques used by Rider and Miller was the cost survey described by MacQuarrie.[5] This investigation was based upon the return of questionnaires which were sent to libraries in Southern California. The information entered on the questionnaires was derived, not from time and motion studies or cost accounting methods, but from the 1959/1960 annual budgets of the participating libraries. From this study it was ascertained that college and university libraries spent the following monies for the ordering, cataloging, and physical preparation of their books: (1) college libraries ordering less than 3,000 titles per year spent $3.76 per volume; and (2) university libraries ordering 7,000 or more titles per year spent $4.33 per volume.

Using carefully-planned and administered time and cost studies of the numerous steps involved in adding a book to a library collection,

Wynar[4] determined in 1961 that it cost the University of Denver Libraries $4.33 to add the average non-fiction title to its collection. This cost analysis study is particularly valuable since it was undertaken over a period of several months.

Processing centers. Although no processing centers have been established through the efforts of college libraries, the experiences and techniques developed by processing centers which serve public libraries should be evaluated in the light of the needs of college libraries in specific geographic areas with similar educational objectives. Hunt closes the consideration of the historical development of processing centers in the United States with the observation that there are some general principles for standardization which are necessary if processing centers are to grow. He observes:

> This necessary standardization . . . does not destroy any of the basic principles of good cataloging techniques. Good cataloging, classification, and book handling always standardize those things which can be standardized, eliminating vast amounts of wasted duplication of effort. . . . It makes those who supervise processing centers become good managers—it makes them see the total library picture.[7]

A study of the operation of the various processing centers can be of great help to libraries and librarians who are interested in the establishment of such centers for junior college libraries. Adcock[14] describes three types of processing centers: (1) one that is operated completely by a state library or commission; (2) one that is operated within the framework of a public library system; and (3) one that is operated by an association of libraries formed primarily for the purpose of establishing a processing center. Although a comparison of centers reveals many variations, there seems to be one consistent ratio: cost goes down as the volume of business goes up.

Books Purchased by Junior College Libraries

The writer assumed that there is a positive correlation between the educational emphasis of a college and the books purchased by its library. If this premise is true, public junior college libraries in Southern California should purchase many identical titles.

Inasmuch as there was a limitation of time and finances, no attempt was made to compare all the book purchases of the junior college libraries being studied. Therefore, a decision was made to obtain a sample of the current acquisitions of these libraries. College libraries have desired and anticipated a publication which would continually and systematically update the Shaw list.[15] For current publications this purpose has been admirably fulfilled by *Choice,* the new publication of the Association of College and Research Libraries. Although many of the titles reviewed in *Choice* are either upper division or graduate level and therefore not generally needed by the average junior college library, the writer has discovered through intensive use of this book selection tool that many of the titles reviewed are appropriate for junior college li-

braries. Therefore, *Choice* was decided upon as the means by which to secure a sample of book titles to be tested for this study. The selection of this book selection aid seems to be well substantiated in Table I. Although this publication had been in existence less than one year at the time of the study, sixteen libraries indicated that it was either their first or second choice as a selection aid for current books. Fifteen libraries gave either their first or second choice vote to the *Library Journal*. However, *Choice* received eleven first place votes as compared with nine first place votes for the *Library Journal*. It was only because the *Library Journal* received so many third choice votes that it amassed the highest total score when all rankings are included. (See Table II)

Since the College of the Desert Library had used *Choice* as a book selection aid, the decision was made to use the checked issues of this publication in selection of the sample of one hundred titles. The author proceeded to select the first checked title under each section and subsection of the first six issues of *Choice*. Inasmuch as this procedure resulted in more than the desired number of titles, the quantity was narrowed to the sample size by random choice. A check list of these titles was sent to the public junior college libraries in the Southern Section of the California Teachers Association.

The writer believes that the results of the test are most valuable and tell much concerning the buying habits of junior college libraries in this section of the state. Returns were received from twenty libraries. Of the one hundred test titles, ninety-nine were checked by at least one library for a total of 828 volumes.[16]

TABLE I

Vote Tally on Use of Current Book Selection Aids
by Twenty-one Junior College Libraries

Rank #1–Highest #9–Lowest	*American Book Publishing Record*	*Book Review Digest*	*Booklist and Subscription Books Bulletin*	*Choice*	*Library Journal*	*New York Herald Tribune Books*	*New York Times Book Review*	*Publishers' Weekly*	*Saturday Review*	*Standard Catalog for Public Libraries*	*Times Literary Supplement*	*Wilson Library Bulletin*
#1	2	0	7	11	9	2	2	1	1	1	0	0
#2	2	3	5	5	6	1	3	4	3	1	1	1
#3	1	0	0	0	5	1	6	3	2	1	0	3
#4	3	3	4	1	0	0	2	0	5	1	0	0
#5	0	3	0	0	0	1	1	2	4	2	1	4
#6	1	1	0	1	0	2	2	1	2	0	3	3
#7	2	2	0	0	0	2	2	1	1	1	0	2
#8	1	1	2	1	1	2	0	1	1	0	2	0
#9	6	5	2	2	0	7	1	6	0	8	10	3

TABLE II

Score Sheet on Use of Current Book Selection Aids
by Twenty-one Junior College Libraries[a]

Name of Periodical	Score
Library Journal	166
Choice	153
Booklist and Subscription Books Bulletin	133
New York Times Book Review	116
Saturday Review	110
Publishers' Weekly	87
American Book Publishing Record	77
Book Review Digest	74
Wilson Library Bulletin	70
New York Herald Tribune Books	53
Standard Catalog for Public Libraries	51
Times Literary Supplement	39

[a] Based on the following scale:

Rank	1	2	3	4	5	6	7	8	9
Weight	9	8	7	6	5	4	3	2	1

Titles were checked in the following quantities by the libraries: (1) thirty-six titles were checked by ten to eighteen of the libraries; (2) twenty-eight titles were checked by seven to nine of the libraries; (3) fifteen titles were checked by five to six of the libraries; (4) eleven titles were checked by three to four of the libraries; and (5) seven titles were checked by two or less libraries. The detailed relationship between the titles and libraries can be seen in Figure 1. It is a reasonable assumption that the number of libraries which have these titles would normally be higher than the test indicates. Two of the libraries noted that their subscription to *Choice* began with issue number four instead of number one as requested on the instruction sheet. Also, seven libraries did not complete the form by checking those titles which they planned to order.

Of the nine libraries which owned forty-three or more titles (Table III) one owned seventy-four titles and another owned seventy titles. No correlation was noted between the number of volumes added annually by the library and the number of titles owned on the check list. Although all except two of the libraries indicated that their colleges included an academic interest among their objectives, seven indicated other objectives, i.e., adult education and vocational education. The only college which checked adult education as its chief objective had only sixteen titles from the list.

This study indicates that there is a positive correlation between the books purchased annually by several public junior college libraries in Southern California. Particularly important is the fact that eighty titles were owned by five or more libraries. Many processing centers believe that they must handle a minimum of five copies of a title at a time in order to catalog books at optimum efficiency. If the processing center for junior college libraries as envisioned was established, a crucial problem would be the creation of an ordering schedule that would result in a maximum number of copies of a title being ordered at the same time.

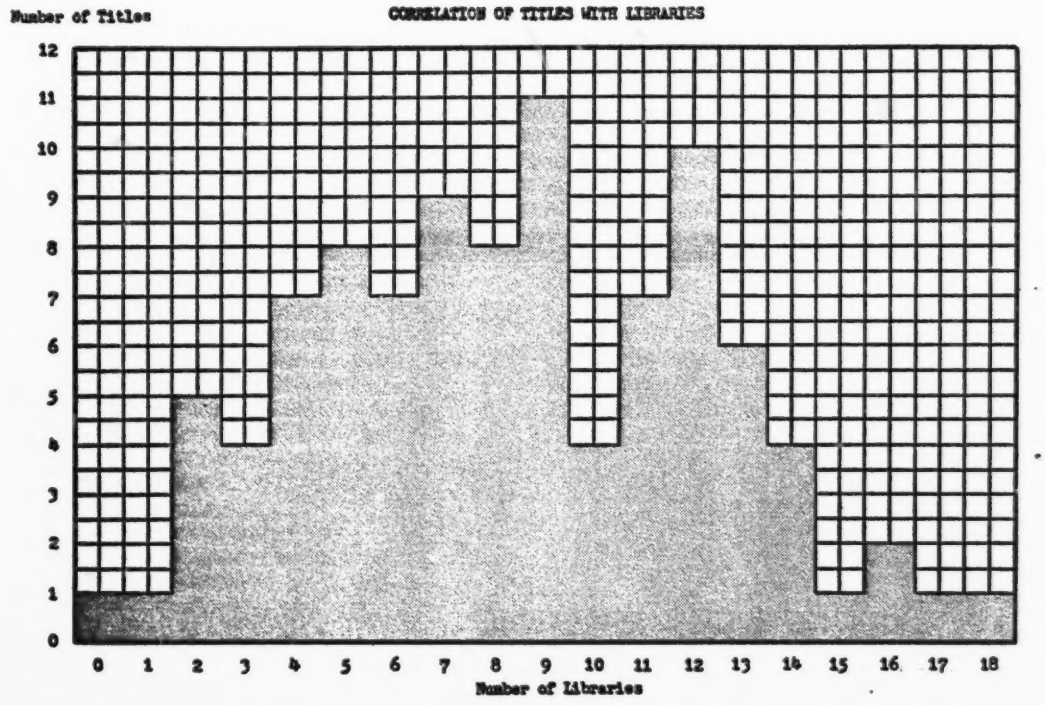

FIGURE 1

Attitudes of Junior College Librarians

Although it may be possible to demonstrate beyond doubt that there is a correlation between the book purchases of the several junior college libraries, the successful establishment of a centralized processing center depends upon the cooperation of these librarians and their willingness to have books processed by such a center.

In order to learn the attitudes of these librarians a questionnaire was mailed to the thirty-five libraries in the Southern Section of the California Teachers Association. The questionnaire was completed and returned by twenty-two of the librarians.

It was learned that fifteen of the libraries catalog and process their books while five libraries have these services done by a commercial processing firm. However, seventeen of the twenty-two libraries indicated that they would consider contracting for the services of a processing center for junior college libraries of the region if such a cooperative effort could provide satisfactory service at a cost less than their present arrangement for cataloging and processing books. Those libraries which took a negative attitude toward such a centralized endeavor objected primarily for these reasons: (1) the processing center would need each library's shelf list and/or subject authority file in order to render satisfactory service;[17] (2) the individual library could perform these services faster and cheaper than the center; and (3) the quality of the cataloging would be unsatisfactory and would not meet our needs, e.g., many libraries will not be satisfied with anything but distinctive, unique call numbers for each book in their collections. One librarian suggested that

he did not believe that the libraries could agree upon specifications. Those libraries which had formerly contracted for the services of a commercial processing firm indicated dissatisfaction with the quality of the cataloging.

TABLE III

Comparison of Educational Emphasis, Annual Acquisitions, and Titles Owned from Test List

Educational Emphasis of College	*Number of Volumes Added Annually*	*Number of Titles Owned or Ordered*
Academic	4000–4999	74
Academic, Adult, Vocational	2500–3999	70
Academic, Adult, Vocational	2500–3999	68[a]
Academic	Over 5000	67
Academic	2500–3999	64
Academic	1000–2499	52
Academic, Vocational	Over 5000	50
Academic	Over 5000	48
Academic	4000–4999[b]	48
Academic	2500–3999	43
Academic, Vocational	2500–3999	39
None indicated	1000–2499	35
Academic	4000–4999	34
Academic, Adult, Vocational	4000–4999	34[a]
Academic, Adult, Vocational	Over 5000	31
Academic	Over 5000	26
Academic, Vocational	Under 1000	23
Adult	1000–2499	16
Academic	Over 5000	10

[a] Selection made from *Choice*, I, Nos. 4-6 only.

[b] This is a new college; 8,000 volumes were added the first year and over 4,000 volumes the second year.

Twelve of sixteen librarians expressed their belief that a centralized processing center with qualified catalogers who made intelligent use of Library of Congress cards would be able to meet the needs of those junior college libraries in Southern California which have an academic educational emphasis. Similarly, fourteen of eighteen returns indicated that their cataloging needs could be met if the processing center used Library of Congress cards without major change for current books.[18]

All eighteen librarians who responded to this question were unanimous in their belief that a similar processing center for the entire United States would be less satisfactory than one established on a regional basis. The majority of those who commented on this question suggested that such a center would be too large and would not be able to meet the particular needs of the several regions of the United States.

Cataloging Costs

When this study was initiated, the writer had hoped to receive a limited number of returns of the cost accounting forms which he had

mailed to the cooperating junior college libraries. In this way he had hoped to determine the average cost of adding a book to the collection of a California junior college library. However, only two libraries attempted to complete the detailed, time-consuming forms: (1) one library furnished data which had been gathered in a study of cataloging costs in 1963 and did not meet the needs of this investigation; and (2) another library furnished figures which were so extreme as to be unusable.[19]

Therefore, the College of the Desert Library conducted cost and time studies to determine the direct cost of adding a volume to the collection. Two studies were made: (1) the direct cost of technical services for one hundred volumes (ninety-five titles) which are cataloged with the use of Library of Congress cards; and (2) the direct cost of technical services for one hundred volumes (ninety-five titles) which are cataloged by a commercial processing firm. In both cases all indirect costs are omitted. In the cataloging of books with the use of the Library of Congress cards, no original cataloging was necessary. Although in the normal operation of the library, it is sometimes necessary for professional librarians to perform clerical tasks, during the study all clerical tasks were figured at current clerical salaries.

Books cataloged and processed by the Library. Time sheets were kept for each operation in ordering, cataloging, and processing the one hundred books. Each task was classified as clerical or professional and the hourly salary of the person performing the operation was indicated. A summary of these costs and the time for each technical service is indicated on Table IV. The direct cost for adding each volume to the library collection when all technical services are performed in the library is $1.76.

Books cataloged and processed by a commercial firm. As in the test just described, time sheets were again kept for each operation necessary to be performed in the ordering and handling of books received from a commercial processing firm. Some librarians and college business managers have mistaken opinions concerning the fees charged by commercial processing firms: (1) some believe that this fee is less than it takes a library to catalog and process its books by itself; and (2) this fee represents the total cost of cataloging and processing a book into the collection. Of course, such conclusions are invalid since many routines must be performed prior to the placement of the order and subsequent to the time that the books are received from the commercial firm, supposedly ready for immediate shelving. A summary of the costs within the library can be found on Table V. This amount is $0.68. To this figure must be added $1.96; this is the average cost per volume paid to the commercial processing firm. Therefore, the total direct cost for adding each volume to the library collection when the book is ordered through a commercial firm is $2.64.

The author wishes to emphasize that the actual cost of adding a volume to his library is much higher than these figures would indicate. No

time was allowed for such factors as: interruptions, coffee breaks, rest periods, sick leave, vacation periods, and the like. When these items are included, the cost per book is much higher. The study was conducted as described above in order to determine if a library could process its books cheaper by itself or with the services of a commercial firm.

This study has demonstrated that a library which is large enough to make exact job classifications can process its own books cheaper than it can contract for such services from a commercial processing firm. However, other factors might outweigh the additional cost, and a library might be able to justify the resultant higher expenditure. Sometimes, it

TABLE IV

Technical Processing Costs by College of Desert Library Without a Commercial Firm

	Personnel				
	Professional		Clerical		
Technical Services	Salaries	Hours	Salaries	Hours	*Supplies*
1. Ordering					
a. Searching, verifying, typing orders, receiving, follow-up	$ 4.14	1 1/4 hrs.	$26.01	18 1/2 hrs.	$ 2.50
b. Bookkeeping	7.07	1 1/12 hrs.	...	...	0.23
c. Total ordering cost	$11.21	2 1/3 hrs.	$26.01	18 1/2 hrs.	$ 2.73
2. Cataloging					
a. Descriptive cataloging, classification, subject headings, authority files, recataloging, etc.	$41.40	7 1/2 hrs.	$ 4.69	2 1/2 hrs.	
b. Preparation of catalog cards	...	...	20.13	10 1/4 hrs.	32.00
c. Catalog Department files	0.83	1/6 hr.	0.63	1/2 hr.	
d. Shelf listing	0.83	1/6 hr.	0.58	1/2 hr.	
e. Filing & withdrawing of catalog cards and shelf list cards	...	...	$ 8.13	7 1/2 hrs.	
f. Cross references	...	...	0.10	1/20 hr.	
g. Total cataloging cost	$43.32	7 5/6 hrs.	$30.45	11 3/10 hrs.	$32.00
3. Processing					
a. Lettering, marking in book, pasting, plastic book covers	...	...	$13.43	7 5/6 hrs.	$10.57
b. Preparation of book cards and pockets	(Included in 2b)		(Included in 2b)		1.86
c. Repairing and/or bindery	$ 0.46	1/12 hr.	0.21	1/6 hr.	0.05
d. Total processing cost	$ 0.46	1/12 hr.	$13.64	8 hrs.	$12.48
Total Direct Cost	$54.99	10 1/4 hrs.	$71.10	47 4/3 hrs.	$49.21
Grand Total	$176.30		58 1/20 hrs.		

is easier to secure funds for the payment of a commercial processing firm than it is to have a comparable amount approved for additional staff. In some cases, space for additional personnel is non-existent; therefore, the only alternative is to employ the services of a commercial firm. The use of a commercial firm often frees the staff for other duties.

TABLE V

Technical Processing Costs by College of Desert Library with a Commercial Firm*

	Personnel				
	Professional		*Clerical*		
Technical Services	Salaries	Hours	Salaries	Hours	*Supplies*
1. Ordering					
a. Searching, verifying, typing orders, receiving, follow-up	$ 4.14	1 1/4 hrs.	$26.01	18 1/2 hrs.	$0.13
b. Bookkeeping	7.07	1 1/12 hrs.	...	...	0.03
c. Total ordering cost	$11.21	2 1/3 hrs.	$26.01	18 1/2 hrs.	$0.16
2. Cataloging					
a. Descriptive cataloging, classification, subject headings, authority files, recataloging, etc.	$17.70	3 11/60 hrs.	$ 0.32	5/12 hr.	...
b. Preparation of catalog cards	...	...	...	...	...
c. Catalog Department's files	0.93	1/6 hr.	0.63	1/2 hr.	...
d. Shelf listing	...	...	...	...	...
e. Filing and withdrawing of catalog cards and shelf list cards	...	...	8.23	7 1/2 hrs.	...
f. Cross references	...	...	0.10	1/20 hr.	...
g. Total cataloging cost	$18.63	3 7/20 hrs.	$ 9.38	8 7/15 hrs.	...
3. Processing					
a. Lettering, marking in book, pasting, plastic book covers	...	...	$ 2.35	1 1/4 hrs.	...
b. Preparation of book cards and pockets	...	...	0.44	7/30 hr.	0.10
c. Repairing and/or bindery	...	...	...	...	...
d. Total processing cost	...	...	$ 2.79	1 29/60 hrs.	$0.10
Total Direct Cost	$29.84	5 41/60 hrs.	$38.18	28 9/20 hrs.	$0.26
Grand Total	$68.28		34 2/15 hrs.		

* To total on table must be added the charge by the commercial firm, $196.00.

The Establishment of a Processing Center for Junior College Libraries

The suggestion is made that the formation of a processing center for junior college libraries in Southern California be initiated immediately. Libraries could avail themselves of the services of such a processing center without increasing their costs for technical services. During the first few years of the center, there would probably be no savings to the cooperating libraries. However, after the initial outlay for furniture, equipment, and miscellaneous expenses connected with a new organization, the center should be able to cut the fee charged for each book processed for a member library. This will be especially true as the center increases its workload; as the volume of business goes up, the charge for services should go down.

The twenty libraries covered in this paper purchase approximately 70,000 volumes annually. If the additional junior college libraries in Southern California are included, the annual volume for all libraries in the region would be over 125,000 books. An excellent processing center could be established if enough junior college libraries joined in a cooperative endeavor to guarantee that the annual number of books processed by the center would total 60,000. If a sufficient number of libraries in Southern California did not cooperate in the project, the junior college libraries in the northern part of the state should be urged to participate. As the center gains experience, the annual output could be increased.

Two catalogers and six clerks should be able to catalog and process 12,000 titles and 60,000 volumes per year.[29] During the first year of the operation of the center each cooperating library would pay $1.50 for each volume processed.[30] This would provide an operating budget of $90,000 for the year. This unit cost could undoubtedly be lowered in subsequent years.

A suggested budget for the first year's operation of the center might be:

Salaries, payroll taxes, health and life insurance and pensions	$45,000
Insurance	850
Utilities	1,500
Rent	3,000
Legal and accounting costs	500
Administrative and bookkeeping services	4,000
Other contractual services	1,500
Janitor services	400
Library, office, and other materials and supplies	15,000
Postage and freight	1,000
Maintenance and repairs	500
Books, Library of Congress catalogs, and periodicals	5,000
Furniture and fixtures	12,250
Travel	500
Total	$90,000

Conclusions

This study seems to support the following conclusions:

1. The majority of junior college librarians in Southern California use the same book selection aids in their current acquisitions program.

2. There is a significant correlation between the books currently purchased by these junior college libraries.

3. Each junior college library is developing its own unique library collection; none is a duplicate of another.

4. The majority of these librarians would look favorably upon the establishment of a high quality processing center for the junior college libraries in this region.

5. The librarians were unanimous in their affirmation that a regional processing center would be more satisfactory than one which attempted to serve the entire United States.

6. A junior college library can catalog and process its books at less cost than it can contract for such services through a commercial processing firm.

7. There are varied considerations which may justify the use of a commercial processing firm in spite of the additional cost.

8. Initially, little or no savings would accrue to libraries which cooperate in the establishment of a processing center.

9. Ultimately, a processing center for junior college libraries would be able to serve its members for less cost than any other method.

Recommendations

On the basis of the findings and conclusions of the investigation, the following recommendations are offered:

1. That a processing center for the junior college libraries in Southern California (or the entire state) be implemented through the California Junior College Association and/or the Junior College Round Table of the California Library Association.

2. That a study be made to determine whether there should be processing centers in both Northern and Southern California, or whether there should be but one center to serve the entire state.

3. That a further study be made to determine the feasibility of having all books ordered through the center as a part of the center's service.

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12. It is an interesting but simplified observation that an equation which compares librarians' salaries today with those in Rider's study would indicate that the cost of cataloging a book today under similar conditions would approximate $5.00.
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16. This total is secured by adding the following columns on the check list: (1) library owns title or it is on order; and (2) library plans to order the title.
17. This would be custom cataloging and would defeat the purpose of a processing center.
18. One librarian indicated an affirmative answer for subject headings but a negative answer for call numbers.
19. The total direct cost of cataloging a book was reported as $26.52, including $1.70 paid to a commercial processing firm.
20. This estimate is based upon the writer's experience at the North Coastal Regional Library, Tillamook, Oregon, and knowledge of the operation of other processing centers.
21. This amount is suggestive and perhaps could be lowered.

MAGAZINE INDEX

As of October, the *Agricultural Index* expanded its coverage in the biological sciences, changing its title to *Biological & Agricultural Index*. It is published by the H. W. Wilson Company.

PRESIDENT-ELECT SUBMITS RESIGNATION

Because of illness, Jane Ganfie..., Vice-President and President-Elect of the Resources and Technical Services Division, has submitted her resignation. Her loss as an able officer of the Division will, of course, be felt by all RTSD members, especially in view of her service to the Division during the recent illness of its President, Paul Dunkin.

Since Miss Ganfield resigned before she succeeded to the presidency of the Division, the Bylaws Committee (Alex Ladenson, Chairman) has ruled that the new Vice-President will, upon election, assume the office of President and continue to hold that office for two years. This ruling is based upon the order of succession as prescribed in Article VII, Section 3(b) and Article VIII, Section 2(b) of the RTSD Bylaws.